

**CONCORDIA  
UNIVERSITY**



PAM

**FACULTY OF FINE ARTS**

1982/83

# **Art Education and Art Therapy**



# TABLE OF CONTENTS

PAGE

## Department of Art Education

General Introduction	2
Full-time Faculty	2
Admission Requirements	5
Mature Entry Programme	5
Portfolio Committee	7

## Programme and Degree Requirements

Art Education, Major	8
Art Education, Specialization	11
Art Education for Teachers, Certificate	14
Art Education, Diploma	16
Art Therapy, Diploma	17
Art Education, Master of Arts	
Option A: Art in Education	18
Option B: Art in Therapy	19
Art Education, Doctor of Philosophy	20

## Related Services and Resources 21

## Faculty and University Regulations 22

Residency Requirements
Transfer of Credits
Changes of Concentration
Permission to Register
Waiver of Prerequisites
Course Load - Course Overload
Campus Location
Services and Personnel in Faculty of Fine Arts
Facilities
Academic Advising
Student Programme Office
Status Changes - Faculty Transfers
Student Requests

## Other University Services 28

Registrar's Services Department
Admissions Office
Dean of Students Office
Guidance Services
Ombudsman

## Dates to Remember 31





The purpose of this Student Programme Guide is to provide information about the Faculty of Fine Arts including academic regulations, programmes, facilities and services available to students enrolled in a Bachelor of Fine Arts degree programme in Art Education at Concordia University.

Complete course descriptions, entrance and degree requirements, and academic regulations can be found in the University's Undergraduate and Graduate Calendars. The information is stated more informally in this Guide.

Registration information and course timetables are published in the schedules which are printed each term, and can be obtained from the Registrar's Services Department.

We shall welcome any suggested improvements you wish to make about this guide so that we can improve our presentation in future publications.

Student Programme Office  
Office of the Dean  
Faculty of Fine Arts

879-4132

### Faculty of Fine Arts - Deans Offices

Dean, Anthony Emery  
1395 Dorchester Street West  
VA-250

### Assistant Deans

S. Friedland, VA-253

R. Parker, VA-255

The Art Education Department of the Faculty of Fine Arts offers a variety of programmes designed to prepare students for the teaching of art in various educational settings in the community. These programmes are offered at the undergraduate and graduate levels, and include opportunities for study in related fields, such as art therapy and art education in the museum.

These programmes take place in the context of the Faculty of Fine Arts. Studio art and art history courses are taken in conjunction with other Fine Arts students, and so the facilities of the Faculty including galleries, studios and workshops of the Visual Arts and Bourget buildings are available to art education students.

#### FULL-TIME FACULTY

Julia Byers  
MA Los Angeles

Professional member of the American Art Therapy Association. Experience and practice in clinical family art therapy, individual and group work in child adolescent treatments centres and schools. Research in primary and secondary art therapy.

Michael Edwards  
ATC London

Fellow Honorary Life member; former Chairman of the British Association of Art Therapists; professional member of the Canadian Art Therapy Association. Currently completing a manuscript on art therapy for Phaidon Press, Oxford.

Coordinator of the Diploma Programme in Art Therapy.



Pierre Grégoire  
Ph. D. Montréal

Clinical psychologist, Royal Victoria Hospital. Has been involved in teaching art research in the areas of psychology of art and art therapy for the past ten years. Also lectures and consults in the McGill University Department of Psychiatry, and serves as psychotherapist in the Allen Memorial Institute of Psychiatry, Royal Victoria Hospital. His recent articles include "Art Therapy in the perspective of Existential Phenomenology", Canadian Review of Art Education Research, 1977, and Problème Psychologique dans une Unité de soins palliatifs, Psychologie et Cancer, Masson (Ed.), Paris, 1978.

Stanley Horner  
MSc Syracuse

Former classroom teacher and high school art specialist whose creative work includes painting, drawing and photography. Currently working as a research consultant on an elementary school project in Montreal.

David Pariser  
Ed. D. Harvard

Member of American Educational Research Association-Special Interest Groups in Arts and Learning. Has published in Studies in Art Education and Art Education. Present research in developmental aspects of drawing and relationship to conceptualisation.

Robert Parker  
Ph. D. Iowa

Experience in teaching and supervising education from elementary school through university. Research in both art education and art history.

Assistant Dean, Faculty of Fine Arts

Gary Rosine  
Ph. D. Pennsylvania

Has taught studio, theory and art criticism in Fine Arts for fifteen years at the university level. Professional activities include commitment to research scholarship, particularly with regard to philosophical issues relevant to and/or generated from art practices and critical methods. Professional activities also include long and continued involvement as a practicing exhibiting painter.

Elizabeth Sacca  
Ph. D. Pennsylvania

Was Chairman of the Art Education Department of the Philadelphia College of Art. Now Research Director of the Canadian Society of Education through Art.

Graduate Programme Director, Art Education Department

Leah Sherman  
MA New York

Pioneered development of research in art education in Québec and has been instrumental in the initiation of teacher-preparation programmes. Current research in art education is funded by Québec Government grant, FCAC.



### Admission to Undergraduate Programmes

All students applying for admission to undergraduate degree programmes in the Faculty of Fine Arts must submit their application forms to the Admissions Office of Concordia University. The application forms are available at the Admissions Office or at most CEGEPs.

### Admission to the 90-credit Programme:

Applicants from Québec institutions are required to have successfully completed a two-year pre-university or a three-year pre-professional programme in the CEGEP leading to the Diplôme d'Etudes Collégiales (DEC). To be eligible for acceptance in the Major and the Specialization in Art Education, students should have completed a minimum of four studio art and two art history courses (10.6 profile) in the CEGEP. After all such qualified students have been admitted, applicants with other CEGEP profiles may be considered.

### Mature Entry

Applicants 21 years or age by August 1st, and over who have been out of school for a minimum of 12 months and who lack the CEGEP diploma (or equivalent) may be eligible to enter the University through the Mature Entry Plan. These Students will normally be required to complete an additional 18 credits before they can be accepted into the Major or Specialization in Art Education.

### Requirements

English or French	6 credits
Introduction to Art History	6 credits
Studio Art I	6 credits

### Out-of-Province Applicants

Students from outside the province of Québec who would be eligible for admission to a four-year degree programme can be admitted into an extended credit or four-year BFA degree programme at Concordia University. These students are required to complete an additional 30 credits before they can be admitted into the Major or Specialization in Art Education.

### Requirements

English or French	6 credits
Introduction to Art History	6 credits
Studio Art I	6 credits

elective chosen from introductory  
level courses selected in consultation  
with an adviser 12 credits

## Portfolio Committee

The foundation course for all studio art programmes in the Faculty of Fine Arts is Art C200. Students wishing to apply for an exemption for Art C200 on the basis of previous studio art work must submit a portfolio containing examples of their art work. This portfolio should include drawing, painting, two- and three-dimensional design, sculpture, and related media, a minimum of 20 and a maximum of 30 works.

This portfolio must be submitted at least one week prior to registration and preregistration.

Portfolios are submitted to:

Secretary, Department of Painting and Drawing  
VA-242

OR

Secretary, Department of Design. VA-262

Students wishing advanced placement in any studio art course must submit their portfolios. These portfolios should normally consist of works specifically relevant to the medium concerned.



## Programmes in ART EDUCATION

The Department of Art Education offers a Major, Specialization and a Certificate in Art Education.

### MAJOR IN ART EDUCATION

This programme is designed to offer pre-professional preparation for further study in such fields as art therapy, recreation and museum education.

#### Degree requirements

This three-year Bachelor of Fine Arts degree programme consists of 60 credits required for the major and 30 additional elective credits to make up the 90 credits required for the degree. Full-time students normally complete 30 credits annually for three years.

To fulfill the requirements of the Major in Art Education, students require the following courses:

An Introduction to Art Education	6 credits
Seminar and Practicum in Art Education	6 credits
Introduction to Crafts	6 credits
Studio Art I, or, if exempt, a studio art elective from the Departments of Design; Painting and Drawing; Printmaking; Sculpture and Crafts	6 credits
Studio Art electives selected from the Departments listed above and including Film Animation C312	24 credits
Art History electives	12 credits

In addition to these credits, students must select electives in the following categories:

- 18 credits chosen from course offerings outside the Faculty of Fine Arts and outside the Department of Communication Studies in the Faculty of Arts and Science. Students wishing to prepare for entrance to the Diploma in Art Therapy should select 18 credits in psychology, in consultation with their adviser. Students interested in working in recreational settings may wish to consult the Department of Recreation and Leisure Studies in the Faculty of Arts and Science for courses in that field to complement their art education programme. Students interested in museum work are encouraged to select their options in history and anthropology.
- 6 credits chosen from courses outside the student's area of concentration (outside of the Departments of Art Education, Design, Painting and Drawing, Printmaking, Sculpture and Crafts and the Photography studios available in the Department of Cinema and Photography). Students interested in museum work are encouraged to select this option in art history.
- 6 credits free electives chosen from any area in the University, including additional credits in art education and studio art, provided the students have the prerequisites for the selected courses, and space is available in the course. Students interested in the Diploma in Art Therapy should normally select Introduction to Art Therapy for this option.

Students in the major programme may use these 30 elective credits to fulfill the requirements of a minor programme in another Faculty.

## Suggested 3-Year Study Plan

### Year I

Studio Art I or, if exempt, studio art elective*	6 credits
Studio art elective*	6 credits
Introduction to Crafts	6 credits
Art History elective	6 credits
elective from outside the Faculty of Fine Arts and outside the Department of Communication Studies in the Faculty of Arts and Science	6 credits

### Year II

An Introduction to Art Education	6 credits
Studio art elective*	6 credits
Art History elective	6 credits
elective from outside area of concentration may be from another faculty or from art history, cinema, modern dance, music or theatre	6 credits
elective from outside the Faculty of Fine Arts and outside the Department of Communication Studies in the Faculty of Arts and Science	6 credits

### Year III

Seminar and Practicum in Art Education	6 credits
Studio Art electives*	12 credits
free elective	6 credits
elective from outside the Faculty of Fine Arts and outside the Department of Communication Studies in the Faculty of Arts and Science	6 credits



- \* Studio art electives may be selected from the Departments of Design, Painting and Drawing, Printmaking, Sculpture and Crafts or photography studio courses and Animation I from the Department of Cinema and Photography.

### SPECIALIZATION IN ART EDUCATION

This programme prepared students for entrance into the Diploma in Art Education, a one-year programme leading candidates to certification for teaching art in the schools.

#### Degree requirements

This three-year Bachelor of Fine Arts degree programme consists of 78 credits required for the specialization and 12 elective credits to make up the 90 credits required for the degree. Full-time students normally complete thirty credits annually for three years.

To fulfill the requirements of the Specialization in Art Education, students require the following courses:

An Introduction to Art Education	6 credits
Seminar and Practicum in Art Education	6 credits
Introduction to Crafts	6 credits
Multi-Media	6 credits
Art History elective	6 credits
The Arts in Canada	6 credits
Studio Art I or, if exempt, a studio art elective from the Departments of Design; Painting and Drawing; Printmaking; Sculpture and Crafts	6 credits

Drawing I and/or Painting I and/or Sculpture I and/or Intaglio I and/or Lithography I and/or

Serigraphy I and/or Design I

12 credits

Studio art electives from the Departments  
of Design; Painting and Drawing; Print-  
making; Sculpture and Crafts

12 credits

Drama in Education or Music electives

12 credits

In addition to these credits, students must select  
electives in the following categories;

6 credits chosen from courses either in or outside  
the Faculty of Fine Arts, in consultation  
with an adviser in Art Education

6 credits chosen from course offerings outside the  
Faculty of Fine Arts and the Department  
of Communication Studies in the Faculty  
of Arts and Science. Students planning  
to apply for the Diploma in Art Education  
and Quebec Certification must register for  
the Psychology of Education course, in  
this category.

Normally, students enrolled in a BFA degree programme  
require a minimum of 18 credits chosen from courses  
outside the Faculty of Fine Arts. However, since  
the Specialization in Art Education is a pre-profess-  
ional programme, students enrolled in this programme  
require a minimum of 6 credits from outside the  
Faculty of Fine Arts.

### Suggested 3-Year Study Plan

#### Year I

Studio Art I or, if exempt, studio art elective\*\*

6 credits

Studio Art elective\*\*

6 credits

Introduction to Crafts

6 credits

Art History elective

6 credits

Psychology of Education

6 credits

Year II

An Introduction to Art Education	6 credits
Multi-Media	6 credits
Studio Art elective*	6 credits
The Arts in Canada	6 credits
Drama in Education or Music elective	6 credits

Year III

Seminar and Practicum in Art Education	6 credits
Studio art elective**	6 credits
Studio art elective*	6 credits
Drama in Education or Music elective	6 credits
elective from outside the Faculty of Fine Arts or with permission, from inside the Faculty of Fine Arts	6 credits

\* studio art elective from Design I, Drawing I, Painting I, Intaglio I, Lithography I, Serigraphy I, or Sculpture I.

\*\* studio art electives from the Departments of Design, painting and Drawing, Printmaking, Sculpture and Crafts or from the photography studio courses in the Department of Cinema and Photography.



## CERTIFICATE IN ART EDUCATION FOR TEACHERS (Elementary school level)

The Art Education Department also offers a Certificate for the professional development of teachers.

Entry in this programme requires that the candidate be legally qualified to teach at the elementary level.

The courses required for this certificate are given at times convenient to practising teachers.

### Requirements

Art for Classroom Use	6 credits
-----------------------	-----------

Studio Art I	6 credits
--------------	-----------

Supervised Practicum in Elementary Art Education	6 credits
---	-----------

electives chosen from other offerings within the Faculty of Fine Arts	12 credits
--	------------

## GRADUATE PROGRAMMES IN ART EDUCATION

The Faculty of Fine Arts offers programmes of study leading to the degrees of Master of Arts, and Doctor of Philosophy, as well as diplomas in art education and art therapy. Most courses are offered in the late afternoon and evening to allow the participation of part-time as well as full-time students.

### Applications

Application forms may be obtained from the Graduate Programme Director, Department of Art Education, or from the Dean of Graduate Studies Office. Complete applications, and supporting documents must be submitted prior to April 1st.

The Faculty of Fine Arts offers the required courses every year, and a selection of electives. Course descriptions and schedules are available in the Art Education graduate programme office.

For further information regarding degree requirements, residency requirements, thesis proposals and procedures, fellowships and assistantships, students should consult the Concordia University Graduate Studies Calendar.

## DIPLOMA IN ART EDUCATION

The Faculty of Fine Arts offers a one-year programme leading to the Diploma in Art Education.

This programme is integrated with the Bachelor of Fine Arts, Specialization in Art Education, to provide a continuous pattern of studies preparing art specialists for teaching in elementary and secondary schools.

The diploma programme is offered in the day only. Graduates who have been awarded the Diploma in Art Education meet the requirements for a Specialist's Certificate in Art, awarded by the Québec Department of Education.

### Admission requirements

In order to qualify for admission, students must have completed the Concordia University Bachelor of Fine Arts, Specialization in Art Education, or the equivalent. Graduates of other institutions will be considered if they have had the equivalent of an undergraduate major in studio art and can present an acceptable portfolio. Where necessary, applicants will be expected to make up the education and art education courses included in the Bachelor of Fine Arts, Specialization in Art Education, as qualifying year students.

### Requirements

A fully qualified candidate is required to complete a minimum of 30 credits, as follows:

Studio Arts	6 credits
Internship	6 credits
Contexts of Art in Education	3 credits
Teaching Visual Arts History	6 credits
Education in Québec	3 credits
Children's Behaviour Problems	3 credits
Learning Problems of Children	3 credits



## DIPLOMA IN ART THERAPY

The graduate Diploma in Art Therapy, offered by the Art Education Department of the Faculty of Fine Arts, is designed to offer intermediate training in art therapy for those students who intend to become art therapists, and to teach basic skills in art therapy to members of the helping professions (therapists, social workers, counsellors, special education teachers, etc.) who wish to develop the use of visual arts in their work.

The programme will normally be taken full-time and completed in one year.

Students intending to complete their professional training in art therapy should see the M.A. in Art Education (Option B) on page 19 of this booklet.

### Admission Requirements

Entry into the programme requires a bachelor's degree and a background in studio art (30 credits), psychology, (18 credits), art education (12 credits), art history (6 credits) and art therapy (6 credits).

Applicants should note that enrolment is limited and places offered are on the basis of past academic record, letters of recommendations and the result of the Miller Analogies Test.

Work experience in a clinical, rehabilitative or special educational setting is also expected.

Programme requirements: A fully qualified candidate is required to complete a minimum of 30 credits, as follows:

Studio Arts	6 credits
Readings in Art Therapy: Theory and Research	6 credits
Symbolic Imagery and Art Therapy Studio/ Workshop	6 credits
Art Therapy Practicum and Supervision	6 credits
Introductory Clinical Topics in Psychology for Art Therapists	6 credits

## MASTER OF ARTS (ART EDUCATION)

### OPTION A: Art in Education

This option is concerned with the teaching of visual arts to children and adults including those with special needs. Seminar and studio classes provide opportunities for exchange of ideas with other art educators; criticism and evaluation of notions discussed in the literature, and the development of a personal approach investigating the teaching of art. The programme combines study of the ideas that have guided the teaching of art since the development of art education to the present. The work on the degree culminates in an individual investigation of art teaching presented as the thesis.

### Admission Requirements

Bachelor of Fine Arts or a Bachelor of Arts with specialization in art education or its equivalent is required. An overall grade average of B or better is expected. In addition, the applicant must have had experience in the teaching of art or in art-related subjects. Applicants needing prerequisite courses may be required to take up to 12 undergraduate credits in addition to and as part of the graduate programme. Applicants with deficiencies in their undergraduate preparation may be required to take a qualifying programme.

### Requirements

A fully qualified candidate is required to complete a minimum of 45 credits, as follows:

Readings in Art Education	6 credits
Research in Art Education	6 credits
Topics in Art Education and Psychology or Topics in Contemporary Problems in Art Education I and II	6 credits



elective credits chosen from the studio art area and/or other graduate programmes in the Faculty of Fine Arts or another faculty	12 credits
Thesis Seminar	3 credits
Thesis Project	12 credits

#### OPTION B: Art in Therapy

This option addresses theoretical, practical and research issues in art therapy for art teachers, special education teachers, therapists, social workers and counsellors who have already completed intermediate training in art therapy. The programme includes 400 hours of practicum to be undertaken in special educational, clinical or other relevant settings.

#### Admission requirements

Applicants must have successfully completed all requirements for the Concordia University Diploma in Art Therapy, or its approved equivalent. Entry to this Option is competitive and depends upon academic grades and letters of recommendation.

#### Requirements

A fully qualified candidate is required to complete a minimum of 45 credits, as follows:

Art Therapy Skills: Special Problems	3 credits
Case Studies in Art Therapy	3 credits
Art Therapy Practicum and Supervision	6 credits
Specific Applications of Art Therapy	3 credits
Elective credits chosen from Selected Issues in Art Therapy and/or chosen from the studio area or other graduate programmes in the Faculty of Fine Arts or another faculty	15 credits
Thesis Seminar	3 credits
Thesis Project	12 credits



## DOCTOR OF PHILOSOPHY (ART EDUCATION)

This programme encompasses the history or art education, the empirical research which has been conducted, and the philosophies which have been operative in the field. Students complete required courses and develop a dissertation which addresses a significant art education issue and which makes an original contribution to the field.

### Admission requirements

Applicants are normally required to have completed a Master of Arts degree in Art Education, with superior standing, from a recognized university. A candidate possessing a Master of Fine Arts degree must complete the art education theory courses of the M.A. in Art Education before undertaking doctoral work in art education. Applicants must have had teaching experience, certification or related professional experience. This programme is recognized by the Quebec Ministry of Education for purposes of perfectionnement.

A fully-qualified candidate is required to complete a minimum of 90 credits, as follows:

Concepts of Art	3 credits
Philosophical and Historical Research in Art Education	6 credits
Empirical Research in Art Education	6 credits
Thesis	48 credits
elective courses and courses in a cognate area of studies (i.e. psychology, anthropology, art history, philosophy) chosen in consultation with an adviser	27 credits

Prior to enrolment in any cognate or elective courses, students must submit a statement of their research plan and the cognate courses proposed to support the research direction. All students must also pass

a comprehensive examination before being admitted to candidacy for the Ph. D. degree.

## RELATED SERVICES AND RESOURCES

### Resource Centre

The Department of Art Education Curriculum Resource Centre is located in room 202 of the Visual Arts Building on Dorchester Street. The Centre contains selected art and art education magazines. It is open to all students for ten hours per week. Magazines may be read in the Centre only. A schedule of its opening hours may be found on the bulletin board outside the departmental office, room VA-209/1.

## FACULTY AND UNIVERSITY REGULATIONS

### Residency Requirements

To receive a degree from Concordia University, students are required to complete a specific number of credits for that degree at Concordia.

Transfer students from other universities must complete a minimum of 45 credits at our University, as well as completing all degree requirements.

In addition, students in the Bachelor of Fine Arts degree must complete at least 30 credits (or at least half) of the requirements for their concentration at Concordia University. In some cases, students are required, therefore, to complete credits in excess of the normal 90 required for a degree.

Students applying for a second bachelor's degree must complete a minimum additional 60 credits at Concordia University. These credits are usually those required to complete a major programme in this Faculty.

### Transfer Credits from Another Institution

Students already following Fine Arts degree programmes at Concordia require Faculty of Fine Arts permission to register for credits at another accredited institution for transfer towards their programmes here. To receive this permission, students must submit a request to the Student Request Committee of the Faculty. The forms for these requests are available at, and must be returned completed to, the Student Programmes Office, VA-271.

### Changes of Concentration

The selection of a programme upon entry to the Faculty does not always have to be considered as a final commitment. The Fine Arts programmes are designed with some flexibility to allow for change. However, many of the programmes are in great demand and, as a result, entrance is very competitive. Students should also be aware that when changing concentration they may very often be required to complete credits in excess of the 90 normally required for a BFA degree.

### Permission to Register

For courses in which the prerequisite is "written permission of the department" or "written permission of the coordinator" such permission should be obtained prior to registration or preregistration. The permission of an instructor is not sufficient.

### Waiver of Prerequisites

Normally students are given exemptions or credits for any courses they have completed prior to entrance to the University. However, when students believe that they should be exempt from a prerequisite, they should submit an evaluation form to the department chairman responsible for the course in question. Their reasons for the request must be submitted in detail.

A large number of students in the Faculty of Fine Arts have previous training in music, theatre, dance and studio art in institutions which do not carry credit. Therefore, these students must audition, take a theory test or submit a portfolio of their work so that their previous experience can be evaluated.



If the course for which students are requesting exemption is required in their concentration, they must also submit a formal Student Request for a substitution in their programmes. These requests must be accompanied by supporting letters from the chairman of the department concerned. (See the Student Request section of this Guide).

Whenever students are requesting a waiver of a prerequisite, they must do so prior to their registration or preregistration appointments. Students are not permitted to register for courses pending permission.

### Course Load

To be considered full time, students must register for a minimum of 24 credits per academic year. However, the normal course load is 30 per year for a 3 year or 90 credit programme.

Students applying for Québec loans and bursaries must register for at least 24 credits per academic year, or 12 credits each term. Students who drop courses after their initial registration, so that their total load is reduced to less than the required 24 credits, will not receive their loans or bursaries although they have been previously approved.

### Studio Course Load

In addition, students in the Faculty of Fine Arts are limited to the number of studio courses which can be carried in any academic year. The maximum number of studio credits allowed in all departments in a full-time student's programme in any academic year is 18. The maximum number of studio credits allowed for a part-time student's programme in any academic year is 12.

### Course Overload

In some instances students have received special permission to register for more than the normal 30 credits or more than the 18 credits allowable in studio courses. (See the Student Request section of this guide). However, students should not request permission for an overload unless they have an above average record and a special reason for their request, other than a desire to accelerate. In any academic year, the maximum number of credits permitted in studio courses in all departments is 18 for full-time and 12 for part-time students.

### Campus Location

Since Fine Arts disciplines require specific space designed for their purposes, the Faculty does not offer the same courses on both campuses of the University.

The Departments of Music and Theatre are centralized for the most part on the Loyola Campus; however, evening courses are normally offered on the Sir George Williams Campus. The Department of Theatre maintains a scenography studio and uses the Douglass Burns Clarke Theatre on the Sir George Campus.

The Departments of Art Education, Art History, Cinema and Photography, as well as the four Studio Art departments, are located in the Fine Arts Building on the Sir George Williams Campus.

The Modern Dance Section has studio space on the Sir George Williams Campus.

Students may select their elective courses on either campus. A shuttle bus service provides transportation for students between the campuses.

Advisory Personnel

For general information regarding class times, rooms, registration, etc., students should contact the department offices. A list of room and phone numbers follows:

Services and Personnel in the Faculty of Fine ArtsDivision of Performing ArtsMODERN DANCE SECTION:

Co-ordinator:	Elizabeth Langley	879-5803
		Office: GY-234

DEPARTMENT OF MUSIC

Chairman:	Wolfgang Bottenberg	482-0320 ext. 613
		Office: RF-319
secretary:		482-0320 ext. 614
		Office: RF-321

DEPARTMENT OF THEATRE:

Chairman:	Don Childs	482-320 ext. 453
		Office: HB-106
Secretaries:		482-320 ext. 582
		Office: HB104/107
Theatre Technician:		879-4326
		Room: H-0053/3
Theatre Costumiere:		482-0320 ext. 519
		Room: HB-17
Technical Director:		879-4326
		Room: H-0053/4

DIVISION OF VISUAL ARTSDEPARTMENT OF ART EDUCATION:

Chairman:	David Pariser	879-8593
		Office: VA-201
Secretary		879-4312
		Office: VA-209
Graduate Programme Director:	Leah Sherman	879-8597
		Office: VA-207
Graduate Programme Secretary:		879-4364
		Office: VA-205

DEPARTMENT OF ART HISTORY:

Chairman:	Don Andrus	879-4199
		Office: VA-431
Secretary:		879-8036
		Office: VA-422

DEPARTMENT OF ART HISTORY cont'd

Graduate Programme Director:	Jean Belisle	879-8520
		Office: VA-420
Graduate Programme Secretary:		879-8036
		Office: VA-422
Slide Library		879-8131
		Office: VA-433

DEPARTMENT OF CINEMA & PHOTOGRAPHY

Chairman:	Mario Falsetto	879-4196
		Office: VA-035
Secretary:		879-4139
		Office: VA-035/1

DEPARTMENT OF GRAPHIC DESIGN:

Chairman:	Susan Hudson	879-7201
		Office: VA-264
Secretary:		879-8034
		Office: VA262

DEPARTMENT OF PAINTING & DRAWING

Chairman:	John Fox	879-7296
		Office: VA-240
Secretary:		879-4190
		Office: VA-242

DEPARTMENT OF PRINTMAKING

Chairman:	Barry Wainwright	879-7897
		Office: VA-244
Secretary:		879-4190
		Office: VA-242

DEPARTMENT OF SCULPTURE & CRAFTS

Chairman:	Norma Wagner	879-4409
		Office: VA-261
Secretary:		879-8034
		Office: VA-262

INTER-RELATED ARTS:

Co-ordinator:	Kevin Austin	482-0320 ext. 539
		Office: RF-208

ART SUPPLY STORE:

879-4232
VA-109



FACILITIESART GALLERIES:

Sir George Williams Gallery  
Secretary

879-5917

VAV Student Gallery

879-8483

THEATRES:

Douglass Burns Clarke Theatre  
Hall Building  
Box Office:

879-4341

Chameleon Theatre  
Loyola Campus

Music Ensemble Rooms  
Loyola Campus

Studio Art Workshops  
Visual Arts Bldg.  
Sir George Williams Campus

Audio Visual Department

879-7387  
VA-042

Academic Advising

Academic advising is available both to students already enrolled in programmes in the Faculty of Fine Arts, and to those who are considering applying to this Faculty. Students may make an appointment for academic advising with either a departmental adviser or with one of the programme advisers in the Student Programme Office.

Students are recommended to meet with a Faculty Adviser for specific information pertaining to their particular programme requirements, for specific course information, and for planning their future registrations.

Some of the purposes of academic advising are:

- a) to provide students with professional help in planning a programme of study which will best meet their individual needs.
- b) to help students to re-assess their programmes from time to time in the light of the students' experiences, progress and changing interests.
- c) to provide students with the opportunity to discuss problems pertaining to their studies.
- d) to provide information on Graduate Schools and other types of programmes, along with job opportunities for Fine Arts graduates.

Appointments can be made with Faculty Advisers by calling the secretary in the departmental office.

### Student Programmes Office

The Faculty of Fine Arts has a Student Programmes Office in the Fine Arts Building on the Sir George Williams Campus where students can obtain information concerning both Faculty and University regulations.

Following are some of the services offered by this office:

- assisting students in planning their programmes
- answering inquiries on regulations within the University
- assisting students in completing various forms, Student Request forms, Transfer of Programme forms, etc.
- information on the University grading system
- any other student-related information

Students are advised to make an appointment with one of the programme advisers when necessary by calling one of the numbers listed below. The office is open from 9:00 a.m. to 5:00 p.m., Monday to Friday, and 5:00 to 7:00 p.m. one evening per week. Appointments should be made in advance.

Part-time students may make appointments for early morning, before 9:00 a.m., during their lunch hours or the evening during which the office is open.

### Personnel

A. Adams Student Programme Director	879-4490 VA-271/3
F. Pelletier Student Programme Adviser	879-4132 VA-271/2
S. McLeod Student Programme Adviser	879-4132 VA-271/1

### Programme Transfers

Students already in the Faculty of Fine Arts who wish to change from one programme (concentration) to another must complete a Transfer of Programme form for the Faculty of Fine Arts. These forms must then receive departmental approval (a signature of a faculty co-ordinator in the department requested) and be submitted with a copy of the student's academic record to the Student Programme Office for final faculty approval.

All transfer approved by the departments are deemed to be approved by the Faculty of Fine Arts provided space is available in the programme requested.

All students should be aware that to effect certain transfers they may be required to complete credits in excess of the normal 90 credits required for a BFA degree. If the programme requested requires many extra credits, the transfer will not be approved without first notifying the student concerned.

Students who have, in effect, completed all the Fine Arts credits required for one

concentration and who wish to transfer to another concentration may be refused because of the quotas allotted to each of the Fine Arts programmes.

#### Status Changes - Transfer to Full-Time

Students wishing to change from part-time to full-time studies in the Faculty of Fine Arts must complete the required form in the Admissions Office. The number of students accepted into full-time study depends on the number of places made available each year.

#### Student Requests

The Assistant Dean, Dr. R. Parker, is authorized to consider requests from students relating to academic matters. The Student Request form are available in the department offices, in the Student Programme Office or in the office of the Assistant Dean, VA-254.

#### Other University Services

The aid of this section of the Programme Guide is to provide students with information on the offices and services which exist with the University and are in most demand by students.

#### REGISTRAR'S SERVICES DEPARTMENT(S)

Office provides the following services:

- inquiries concerning information and services from the Registrar's Office.
- copies of student records and requests for corrections to records.
- change of address
- all application forms required from the Registrar's Offices: supplemental examinations and late completions form; academic re-evaluation forms; graduation forms; teachers certification forms, transcript requests, etc.
- withdrawal from the University
- letters of attestation concerning student status
- appointment cards for registration and preregistration packages
- confirmation of grades received for specific courses
- notice of room changes and course cancellations

Offices are located:

Sir George Williams Campus  
Norris Building, Room 107  
1435 Drummond Street

879-2810

Loyola Campus  
Central Building, Room 214  
7141 Sherbrooke Street West

482-0320, Local 681



ADMISSIONS OFFICE(S)

This office provides the following services:

- admission to the undergraduate programmes in the University
- transfer credit evaluation and re-evaluation
- admission application forms and information
- faculty transfers
- part-time to full-time (status) transfers

Offices are located:

Sir George Williams Campus  
Norris Building, Room 105  
1435 Drummond Street

Loyola Campus  
Administration Building, Room 206  
7141 Sherbrooke Street West

879-4280

482-0320, Local 407

DEAN OF STUDENTS OFFICE(S)

The two Dean of Students Offices are, in most cases, duplicates of each other; one on each campus. All staff in these offices are particularly interested in helping students.

1) Health Services:

Emergency treatment for illness and accidents. Referrals to specialists.  
Health education.

Sir George Williams Campus  
2145 Mackay Street  
879-4010, 879-4011, 879-4012

Loyola Campus  
Centennial Building  
6935 Sherbrook Street West  
482-0320, ext. 480

2) Mental Health Programme: 879-44843) Legal Aid Programme

Legal advice is available and appointments can be made with a lawyer through the Legal Aid Office. No legal fees are paid to the University. A Commissioner of Oaths is also available.

Sir George Williams Campus  
2135 Mackay Street, Room 202

Loyola Campus  
Hingston Hall, Room 420

879-5981

482-0320 ext. 512

4) Campus Ministry

Various religious denominations; religious counselling and guidance.

Sir George Williams Campus  
Hall Building, Room 333

879-4551

Loyola Campus  
Belmore House  
3500 Belmore Avenue

484-4093

5) Off-Campus Housing:

There is a listing of available rooms and apartments

Sir George Williams Campus  
2135 MacKay, Room 201

879-5981

Loyola Campus  
Hingston Hall, Room 156

482-0320. Local 529

6) International Student Adviser

Sir George Williams Campus  
2135 MacKay Street, Room 106

879-2840

Loyola Campus  
Administration Building, Room 129

482-0320, Local 346

7) Financial Aid Office:

This office provides the following services:

- financial assistance information
- information and forms for bursaries, loans, and scholarships

Offices are located:

Sir George Williams Campus  
2135 MacKay Street, Basement

879-4013

Loyola Campus  
Administration Building, Room 126

482-0320, Local 349

**GUIDANCE SERVICES:**

The Guidance offices provide the following services:

- counselling (personal, educational, vocational); individual appointments, group programmes
- Guidance Information Centre (academic and career planning; information and assistance)
- Reading and Learning Skills (effective reading courses and learning skills centre).
- Canada Employment Centre (job placement and career counselling; full-time, summer, temporary).

Guidance Offices are located;

Sir George Williams Campus  
Hall Building, Room 440

879-2879

Loyola Campus  
2490 West Broadway

482-0320, Local 474

OMBUDSMAN OFFICE(S)

Helping people in conflict - that's what the University Ombudsman is all about. If students find themselves involved in a disagreement or dispute, with an office, a department or an individual within the University, they can turn to the University Ombudsman.

The Ombudsman can listen, advise and make recommendations and provide information needed to solve problems. Essentially the Ombudsman is the person who investigates claims of unfair treatment or erroneous procedure, and who may act as a helpful mediator in negotiating a solution.

Sir George Williams Campus  
2150 Bishop Street, Room 140

879-4247

Loyola Campus  
Administration Building, Room 311

482-0320, Local 257

Both offices are open from 10:00 a.m. to 4:00 p.m. Evening appointments can be easily arranged.

IMPORTANT DATES TO REMEMBERAdmission

Applications for entrance to the University for full time study should be submitted prior to March 1st each year for the fall term. Normally full time students are not accepted for either the summer or the winter terms in the Faculty of Fine Arts.

Registration and PreregistrationFall/Winter Term:

Students in the Faculty of Fine Arts are encouraged to preregister for the Fall/Winter term. This process allows the Faculty to adjust their schedules to best suit the desires of the students. Priority for all day sections of courses is definitely given to the full-time students.

In-person registration for all those students who are not preregistered is held in late August and early September each year. This registration is centralized for the entire University and thereby permits students to discuss their choices of electives with a representative from the discipline desired.

Summer Term:

There is a centralized "in-person" registration period held each year, normally in late April or early May for students wishing to register for summer courses. Because the summer provides students with an opportunity for reflection and personal growth, it is not the policy of the Faculty of Fine Arts to repeat regular



programmes in the summer term. Rather than accelerate the passage of the full-time student through undergraduate programmes, the summer courses are offered mainly for the part-time student. However, some offerings are available to assist students in meeting entrance requirements, or in completing degree requirements.

#### Winter Term:

There is a registration period usually in mid-December each year for students newly admitted to the University, or for students who were not registered for the Fall session; however, Faculty of Fine Arts courses are mainly six credit courses which are offered from September to April; therefore, there are very few courses available in this Faculty for students who wish to register only for the Winter term.

#### Course Withdrawals:

Any student who wishes to withdraw from a course is required to complete a course withdrawal form in compliance with the requirements outlined in the schedules published each term. Students who stop attending courses without officially withdrawing, by completing these forms, are not considered to have withdrawn for academic and financial purposes.

Students are permitted to withdraw from courses up to a final date for academic withdrawal. Students are expected to follow the University regulations concerning these deadlines, as outlined in the University Calendar.

Deadlines regarding: Evaluations/Examinations

Supplemental Examinations

Re-evaluation

Late Completions

Application for Graduation

Students are invited to inquire about any of the above information regarding deadlines at the Student Programmes Office of the Faculty of Fine Arts, VA-271.